

EXHIBIT B - RFP MITIGATION, DESIGN AND PERMITTING

August 9, 2018

REQUEST FOR PROPOSAL ENGINEERING SERVICES VARIOUS MUNICIPALITIES

GENERAL DESCRIPTION OF SERVICES

The Puerto Rico Industrial Development Company (PRIDCO) is soliciting engineering firms (Consultants) with expertise in the following fields:

1. cost estimates,
2. building inspections,
3. site inspection,
4. procurement and
5. project management

The purpose of these services is to support PRIDCO's building and infrastructure maintenance programs in each of its three regions (see Exhibit A). The selected Consultant must have the ability to provide the full-range of services or to team up with sub consultants necessary to prepare building assessments, cost estimates procurement and inspection in disciplines of civil, structural, mechanical and electric engineering.

The selection process shall include review of proposals for Engineering Services by the PRIDCO Selection Committee.

You are invited to submit a proposal to:

Jorge L. Morales López, PE
Director
Property Management Office
355 FD Roosevelt Avenue
Hato Rey, PR 00918

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DUE DATE:

Copies Required: One unbound original of your proposal, one (1) copy and a digital copy (pend drive) in pdf format, signed by an authorized representative, shall be delivered to: **PROPERTIES MANAGEMENT OFFICE, 355 F.D. ROOSEVELT AVENUE, ROOM 303, HATO REY PR 00918, ON OR BEFORE AUGUST 27, 2018 AT 3:00 PM.** Marketing brochures are not allowed.

BACKGROUND: (general technical description)

PRIDCO is in the process of externalizing certain engineering services with the purpose of increase the level of service during the process of leasing or selling a property.

SCOPE OF SERVICES:

This Request for Proposal (RFP) is for buildings assessments, cost estimates procurement and inspection in disciples of civil, structural, mechanical and electric engineering.

The services shall be rendered for according the regions shown in Exhibit A. The property, in which the service will be rendered could be vacant or leased.

PRIDCO will select one (1) consultant firm per each region to provide the services below described.

Building Assessments

Description of services to be rendered: The building assessment is a process conducted before PRIDCO enters into a lease or sales agreement. During the process it requires a civil and an electrical engineer the visit the property to evaluate its condition and prepare a repair estimate to improve it to its basic condition. Also, during the process the engineers shall identify leasehold improvements, review the building description including the building measurements using the templates used by PRIDCO's templates.

The services are the following:

1. Coordinate with PRIDCO personnel the property assignment.
2. Review the existing property documentation.
3. Visit the property to perform the observations and estimates.
4. Review building description and make any updates as needed.
5. Prepare reports using PRIDCO's templates.

PRIDCO will assign once a week a list of the building assessments to be prepared during the week. The consultant shall assign a project manager to be the coordinator between PRIDCO and the engineers to prepare the assessments. It will require a coordination meeting between PRIDCO and the project manager once a week. PRIDCO will expect to receive the assessment report a week after the task has

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been assigned. Reports shall be signed by a professional engineer with the proper competency according to the discipline. The range of tasks to be assigned is estimated between two or three per week.

Lease Termination Reports

Description of services to be rendered: The lease termination reports is a process in which PRIDCO assess the condition of a property prior to get it back from a Tenant during a lease cancellation. During the process it requires a civil and an electrical engineer to visit the property to evaluate its condition and prepare a repair estimate to improve it to the condition as per the lease agreement. Also, during the process the engineers shall identify leasehold improvements.

The services are the following:

1. Coordinate with PRIDCO personnel the property assignment.
2. Review the existing property documentation.
3. Coordinate the visit with the Tenant and PRIDCO's personnel.
4. Visit the property to perform the observations and estimates (initial visit and final).
5. Prepare reports using PRIDCO's templates (Initial report and final).

PRIDCO will assign once a week a list of the building assessments to be prepared. The consultant shall assign a project manager to be the coordinator between PRIDCO and the engineers to prepare the assessments. It will require a coordination meeting between PRIDCO and the project manager once a week. PRIDCO will expect to receive the assessment report in two (2) weeks after the task has been assigned. Reports shall be signed by a professional engineer with the proper competency according to the discipline. The range of tasks to be assigned is estimated between in two (2) per month.

Procurement Process

Description of services to be rendered: The procurement is a process of bidding a scope of work to perform a building repairs or partial of it to its basic condition according to the original design. During the process, the engineers shall visit the property to prepare the scope of work (SOW) and detail estimate of the improvements for civil and electrical repairs. The consultant shall prepare the project scope of work for bid, prepare the list of possible bidders, conduct a pre-bid meeting and evaluate bid proposals.

The services are the following:

1. Coordinate with PRIDCO personnel the property assignment.
2. Review the existing property documentation.
3. Visit the property to perform the observations.
4. Prepare reports using PRIDCO's templates.
5. Prepare SOW for bid.
6. Prepare a Gantt chart for the process.
7. Prepare the bid package:
 - a. List of contractors.

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- b. SOW.
- c. Invitation List.
- d. Other bid documents.
- 8. Coordinate and Management a pre-bid meeting.
- 9. Obtain, review and prepare addendums during the questions and answer period.
- 10. Prepare bid estimate.
- 11. Evaluate bid proposals and prepare recommendation according to PRIDCO's regulations.

PRIDCO will assign the procurement process as needed. The consultant must assign a project manager to be the liaison for the procurement process assignment. The procurement will be assigned a week in advance. It is expected to have two (2) procurement processes per month.

Inspections

Description of service to be render: For the inspection service the consultant shall review the contractual documents, coordinate the kickoff meeting, review that materials to be used shall be in accordance with PRIDCO's specifications and approve submitted. Also, the consultant must provide a minimum of sixteen (16) hours per week for inspection during the duration of the project. Usually the projects durations are between a range of 30 to 90 days. The consultant shall manage the project, review and approve the certification for payments, prepare punch lists, approve final acceptance and do the contract closeout.

The services are the following:

- 1. Review contractual documents.
- 2. Coordinate kickoff meeting.
- 3. Review that SOW and submittals.
- 4. Oversight and provide inspection of at least 16 hours/week.
- 5. Weekly progress review reports.
- 6. Review and approve partial payments.
- 7. Evaluate and recommend change orders.
- 8. Punch list preparation.
- 9. Closeout, final payments and contractor evaluation.

PRIDCO will assign the inspection task as needed. The consultant must assign a project manager to be the liaison for the procurement process assignment. The weekly reports shall be submitted signed by a professional engineer with the proper competency according to the discipline. The procurement will be assigned two weeks in advance. It is expected to have up to two (2) projects with 16 hours/weeks of inspection per month.

PROPOSAL CONTENT AND FORMAT:

Based on the PRIDCO's understanding of the scope of services for the project, your written proposal should include at a minimum the following information:

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1. Transmittal letter

- a. The proposal shall be transmitted with a cover letter describing the Consultant's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for at least a 60-days period and should include the name, title, address, telephone number and e-mail address of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized to negotiate a contract with PRIDCO shall sign the cover letter.

Address the cover letter as follows:

**Eng. Jorge L. Morales López
Director
Property Management Office
Puerto Rico Industrial Development Company
PO Box 362350
San Juan, PR 00936-2350**

2. Provide a general description of Consultant and any sub-consultants. Must include curriculum vitae or resumes of the personnel to be used.
3. Consultant's understanding of the scope of services required for the project plus any refinements your firm feels are warranted.
4. Relevant experience of the Consultant and sub-consultants including dates of past projects and who on the project team had direct involvement in the project, and illustrative samples.
5. Consultant's approach to the project. Highlight any innovative ideas Consultant may have to optimize and improve the service.
6. Consultant's understanding of the issues which may impact the projects schedule of cost.
7. Any objections or exceptions to requirements in the RFP.
8. Proposed itemized fee per hour estimating the time for each of the activities to be performed. The cost per hour shall be a flat fee including travel expenses, computers, software, mobile devices, personal protection equipment and any other tool to provide the service requested. The consultant shall provide a list of service fee for civil and electrical engineering per each of the regions included in the Exhibit A.
 - a. Building Assessments
 - i. Coordinate with PRIDCO personnel the property assignment.
 - ii. Review the existing property documentation.

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- iii. Visit the property to perform the observations and estimates.
 - iv. Review building description verify it on field and make any updates as needed.
 - v. Prepare reports using PRIDCO's templates.
- b. Lease Termination Reports:
 - i. Coordinate with PRIDCO personnel the property assignment.
 - ii. Review the existing property documentation.
 - iii. Coordinate the visit with the Tenant and PRIDCO's personnel.
 - iv. Visit the property to perform the observations and estimates (initial visit and final).
 - v. Prepare reports using PRIDCO's templates (Initial report and final).
- c. Procurement Process
 - i. Coordinate with PRIDCO personnel the property assignment.
 - ii. Review the existing property documentation.
 - iii. Visit the property to perform the observations.
 - iv. Prepare reports using PRIDCO's templates.
 - v. Prepare SOW for bid.
 - vi. Prepare a Gantt chart for the process.
 - vii. Prepare the bid package:
 - 1. List of contractors
 - 2. SOW
 - 3. Invitation List
 - 4. Other bid documents
 - viii. Coordinate and Management a pre-bid meeting.
 - ix. Obtain, review and prepare addendums during the questions and answer period.
 - x. Prepare bid estimate.
 - xi. Evaluate bid proposals and prepare recommendation according to PRIDCO's regulations.
- d. Inspections
 - i. Review contractual documents.
 - ii. Coordinate pre-commencement meeting.
 - iii. Review that SOW and submittals.
 - iv. Oversight and provide inspection of at least 16 hours/week.
 - v. Weekly progress review.
 - vi. Review and approve partial payments.
 - vii. Evaluate and recommend change orders.
 - viii. Punch list preparation.
 - ix. Closeout and contractor evaluation.
- e. Addition fees per hours for other special requests.
 - i. Project Manager, PE

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- ii. Civil engineer, PE
- iii. Engineer EIT
- iv. Electrical engineer, PE
- v. Mechanical engineer, PE

PRIDCO'S RESPONSIBILITIES

PRIDCO will provide Consultant access to existing files, building drawings, location of the properties, keys to access the property, templates used by PRIDCO, contact information of Tenants and other documents relating to the services to be rendered.

GENERAL TERMS AND CONDITIONS:

A. Consultant

The consultant is Not an Employee of PRIDCO. It is understood that the selected Proponent will not act, under a contract entered into as a result of the RFP, in any manner as an employee of PRIDCO, but solely as an independent Consultant. PRIDCO will not, under any circumstances, be liable to the consultant(s) or any person or persons acting for or under it for any death, injury, or property damage received or claimed, unless such liability arises by virtue of negligence by PRIDCO, their respective officers, agents, or employees.

B. Indemnification and Hold Harmless

Specifically regarding design professional negligent errors or omissions, the Consultant shall indemnify, hold harmless, and defend PRIDCO, its Board, officers, officials, employees, volunteers or agents, from any and all loss, liability, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by PRIDCO, the Consultant or any other person, and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expenses) incurred by PRIDCO, the Consultant, or any other person, to the proportionate extent that it arises out of or in connection with claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the design professional negligent errors or omissions of the Consultant in the performance of this contract.

If the Consultant should subcontract all or any portion of the work to be performed under this agreement, the Consultant shall require each Sub-Consultant to indemnify, hold harmless and defend PRIDCO, it's Board, officers, officials, employees and agents in accordance with the terms of the preceding paragraphs.

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C. Insurance Requirements

Throughout the life of this Contract, the Consultant shall pay for and maintain in full force and effect with an insurance company(s) (Company) admitted by the Puerto Rico Insurance Commissioner to do business in the Commonwealth of Puerto Rico the following policies of insurance:

PROFESSIONAL ERRORS AND OMISSIONS, Not less than \$500,000 per Occurrence. /\$2,000,000 Aggregate. (2 yr. discovery and reporting tail period coverage). Certificate of Insurance only required. – **Intentionally Omitted**

COMMERCIAL (BUSINESS) AUTOMOBILE LIABILITY insurance, endorsed for “any auto” with combined single limits of liability of not less than \$1,000,000 each occurrence.

WORKERS’ COMPENSATION Insurance as required under the Puerto Rico Labor Code, and Employers Liability Insurance with limits not less than \$1,000,000 per accident/injury/disease.

Right of Rejection

PRIDCO reserves the right to reject any or all the proposals and the right to elect not to proceed with the project.

Product Ownership

Any documents or drawings or reports as well as the intellectual services resulting from the contract will be the property of PRIDCO. All drawings documents shall be delivered in hard copy and in a compact disc (CD) in an editable AutoCAD format (.dwg). All construction specifications and other documents shall be delivered in hard copy and in a compact disc (CD) in an editable MS Word format (.doc).

Licensing Requirements

Any professional or business licenses required will be the sole cost and responsibility of the Consultant.

Proposal Development Costs

The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the PRIDCO.

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Additional Information

For additional information, please contact Mrs. María L. Díaz Rodríguez at email maria.l.diaz@pridco.pr.gov.

SELECTION

PROPOSAL EVALUATION CRITERIA AND PROCEDURES

A. Evaluation Criteria

An evaluation committee, which may be comprised of PRIDCO's members, will review and evaluate technical proposals against the following criteria:

- Understanding of PRIDCO's Goals: Does the Consultant understand the Project parameters?
- Staff: Do the qualifications of key personnel to be assigned to the Project coincide with Project's requirements? Do assigned personnel have requisite education, experience, and professional qualifications?
- Specific Management Approach: How does the Consultant intend to achieve the PRIDCO's budget and time goals for the Project? How will the Consultant apply its management techniques and resources? Discuss such factors as:
 - Project management and team organization
 - Quality control
 - Schedule control
 - Document control
 - Budget control (experience of cost estimator)
 - Relations with sub-consultants
- Experience: Has the Consultant demonstrated the ability to successfully provide services for projects of a similar complexity and size? Does the Consultant have experience with public services projects?
- Organization: Are the qualifications of the Consultant's personnel suitable for the Project; and, does the Consultant's organizational structure show sufficient depth for its present workload?

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- Reputation: Are the Consultant's references from past clients and associates favorable; and, does the Consultant show financial and operational stability?
- Services Offered: Does the Consultant offer the breadth and quality of services required for the Project?
- Management Skills: Does Consultant have ability to deliver the assignments on time and with the required documentations?
- Financial capability to guarantee negotiated cost and bear expenses above that cost.
- Properties owner's recommendations providing similar services.

B. Consultant Selection Procedures

- At completion of the proposal review process, Consultants will be ranked, and the two (2) most highly qualified Consultants will form a "short list." The lowest bidder may not be the selected Consultant. PRIDCO reserves the right to select the same a consultant to more than one region.

Consultants on the short list will be asked to formally present their proposal to PRIDCO and respond to interviewer questions. Following presentation/interviews, the evaluation committee will complete its ranking. Final selection will be made based on a combination of qualifications and cost, with the emphasis on qualifications. PRIDCO is not looking for the lowest bidder, rather a business partner. The evaluation committee will make a recommendation to the

- PRIDCO's Board for final decision. The presentation and interview session will not exceed one hour per Consultant.
- Following successful negotiations with the selected Consultant, a contract will be drafted and then referred to the PRIDCO's Board for final approval.

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SCHEDULE

PRIDCO believes the Consultant selection schedule will be as follows:

RFP Issued: August 9, 2018

Project Scope Presentation: August 10, 2018 at 3:00 PM

Questions Due: August 16, 2018 at 4:30 PM

Issue Response to Question: August 20, 2018

Proposals due: August 27 at 3:00 PM

Selection/Short-list: August 31, 2018

Consultant Short-list Interviews (optional): September 4 and 5, 2018

Recommendation for Selection will be: September 7, 2018

Questions must be delivered by electronic mail. All requests for interpretation shall be brought to the attention of PRIDCO in writing no later than Question Due date, indicated above. Questions should be addressed to:

María L. Díaz Rodríguez
Administrative Assistant
Properties Management Office
maria.l.diaz@pridco.pr.gov

A map of Puerto Rico showing its 78 municipalities. The map is color-coded into three main regions: red for the northern region, yellow for the central region, and brown for the southern region. The municipalities are labeled with their names in Spanish. The northern region (red) includes municipalities such as Culebra, Ceiba, Naguabo, Las Piedras, Humacao, Yabucoa, Maunabo, Patillas, Arroyo, Guayama, Cayey, Corra, Caguas, Juncos, San Lorenzo, San Juan, Carolina, Trujillo Alto, Canóvanas, Río Grande, Utuado, and Fajardo. The central region (yellow) includes municipalities such as Dorado, Vega Baja, Vega Alta, Manati, Barceloneta, Florida, Morovis, Corozal, Ciales, Utuado, Lajas, and Aguada. The southern region (brown) includes municipalities such as Aguadilla, Isla de la Juventud, Camuy, Hatillo, Arecibo, San Sebastián, Anasco, Las Marías, Mayaguez, Hormigueros, San Germán, Sabana Grande, Lajas, Cabo Rojo, Guánica, Penuelas, Juana Díaz, Santa Isabel, Salinas, Aibonito, Comerio, Barranquitas, Oroquieta, Villalba, Ponce, and Adjuntas.